

**TOWN OF FORT NELSON  
FORT NELSON-LIARD REGIONAL DISTRICT  
POLICY & PROCEDURE MANUAL**

**3710-03-01 - ICE ALLOCATION PROCEDURE**

**Background**

*In recent years the demand for ice has led to increasing conflicts between the various ice users. In addition, the development of Recreation Department public use programs has been hampered due to the lack of available prime time ice.*

**Policy/Objective**

*The Director of Recreation Services shall implement the following Ice Allocation Procedure to ensure the fair distribution of ice time for Recreation Department public use programs, large events (such as tournaments), regular ice users and casual ice rentals.*

**Implementation**

- 1. The Director of Recreation Services shall schedule an annual ice user meeting for all groups interested in booking ice time during the upcoming ice season. All regular users from the previous year shall be advised of this meeting through notification of the last recorded contact person.*

*In the event that the users' contact person changes prior to this meeting, it remains the responsibility of the user group to advise the Director of Recreation Services or his designate of this change. New interested user representatives will be notified through advance public advertising. Groups that do not have a representative at this meeting will be deemed to have relinquished their claim for scheduling of any large events or regular ice time.*

<b><i>Policy Section: 37</i></b>	<b><i>Recreation &amp; Culture</i></b>
<b><i>Subject: 3710-03-01</i></b>	<b><i>Ice Allocation</i></b>
<b><i>Prepared by: Debbie Walker</i></b>	<b><i>Approved by Mgmt Team:</i></b>
<b><i>By Administrator: Oct 07, 1998</i></b>	<b><i>By Council/Board: Oct 13, 1997</i></b>
<b><i>Revision Date:</i></b>	<b><i>Page 1 of 2</i></b>

2. **Ice use will be allocated in the following manner:**
  - ~First priority use will be given to Recreation Department or Fort Nelson-Liard Regional District public use programs/special events as per Policy 3710-03-01 - Prime Time Allocation.*
  - ~Second priority use will be given to major community events (such as tournaments, carnivals, etc.)*
  - ~Third priority use will be given to revenue producing rentals by regular users (defined as those users who regularly schedule ice time twice per month or more).*
  - ~Fourth priority use will be given to revenue producing rentals by casual users (defined as those users who infrequently schedule ice times once per month or less).*
  
3. **The Board of the Fort Nelson-Liard Regional District has set aside a two Hour “prime time” slot for casual bookings on Saturdays only.**

*This slot is subject to being “bumped” in favour of major community events. Public skating time and times used by other Recreation Department public use programs are not subject to being “bumped”.*
  
4. **The Director of Recreation Services or his designate reserves the right to restrict regular adult use of the arena to those hours after 10:00 p.m. in order to accommodate youth oriented regular user groups. It is understood that this restriction will not be implemented unless all available daytime hours (outside of school hours) are effectively utilized by youth oriented activities and/or Recreation Department public use programs.**

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